

Report For Week Ending 28 August 1956
for
RECORDS CENTER

During this week the following accessions were made:

ORR	12 Cu. Ft.
OSI	1 " "
Sub-Total:	13 Cu. Ft.
Finished Intelligence	6 " "
Total:	19 Cu. Ft.
Records Holdings	17,251 Cu. Ft.
Distribution Material Holdings	11,233 " "
Total:	28,484 Cu. Ft.
Distribution Material Disposed of at Center	11 Cu. Ft.
Distribution Material Transferred from Center	21 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	0 " "

a. Accessioning

The Center has received an additional 35 cubic feet of map negatives from ORR. The reference service on these negatives has been fairly active since the Center has taken the responsibility for housing and servicing these negatives for the Vital Material Repository.

b. General

The Printing Service Division has discontinued assembling the NIS binders to the finished publication. In the future, the Center will supply the requestors with NIS binders until the excess supply is liquidated.

Training at Headquarters is scheduled to start the first part of next month for two Center employees. A schedule has been drawn for two employees to be assigned to Headquarters for training from September through May. The courses which are of particular interest are; Basic Supervision, Operation Support and Basic Orientation. Also, additional training in the field of records administration given by the American University is being sought for personnel interested in obtaining a certificate in Record Administration.


Chief, Records Center Division

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